



State of Arizona
Department of Education
Research and Evaluation

TO: Superintendents, Charter Holders, Principals, Charter School Directors.

FROM: Dr. Carrie L. Giovannone, Deputy Associate Superintendent, Research and Evaluation

DATE: January 18, 2012

SUBJECT: School Report Cards: Data Submission, Important Dates
(REF: RE12001-E)

We are working on updating our online report card system. This memo is to inform you of the process and timeline for submitting your school report card information for the 2010-2011 school year. ***In accordance with A.R.S. §15-746, all Arizona public schools must submit a report card.***

Report Card Application

The school report card application is available only to school-level personnel. To access the application, please follow these steps:

- Access the Arizona Department of Education website (www.azed.gov).
- Click on the Common Logon link located in the upper right hand corner.
- Enter your username and password. If you do not have a username and password, please have your administrator contact us via email (ReportCards@azed.gov).
- Once you have entered the Common Logon application area, click on the link named School Report Cards. If this link does not appear on your application menu, please have your administrator contact us via email (ReportCards@azed.gov).

Once you have accessed the school report card application, please review the information on all five pages and make any changes. Please note that the Common Logon security time-out feature allows you ten minutes before taking you back to the login page. If this happens, any information entered will not be saved. We recommend typing out your submissions in a Word document and copy/pasting the information into the application to prevent losing any information.

Please keep in mind that you must click the “Validate Data and Submit” button before moving on to another page to save your information.

Below are the fields on each page and the character limits (these include spaces, punctuation, and returns) for those fields:

Page 1 – School/Administrator Information (No character limits for any fields on this page)

- Physical address
- Mailing address
- Phone
- Fax



- Website
- Office hours – time office opens and time office closes
- Number of Instructional Hours – length of school day in hours
****please note: this field is new this year and is required for ALL schools****
- Chief Administrator details (title, name, and email)
- Grad date (this field applies only to high schools and can be left blank if not applicable to your school)

Page 2 – School Mission and Goals

- Overview of the school's mission and goals (500 character limit)
- School Honors (each field has a 50 character limit) – the year must be in four digit format (yyyy)
- School Achievements and Accomplishments (each of the four fields has a 500 character limit)

Page 3 – School Council and Instructional Programs

- Council Composition – enter a number for each of the categories
- Brief description of your school council's areas of involvement (each field has a 40 character limit)
- Brief description of your school's instructional programs (each field has a 40 character limit)

Page 4 – School Safety and Social Services

- Total number of incidents that occurred on the school grounds last year (i.e., School Year 2010-2011) and required the intervention of local, state, or federal law enforcement (A.R.S. § 15-746.6). This also includes intervention by School Resource Officers (SRO). – enter a number.
- Comment on your current incident count and what your school is doing to ensure a safe and healthy learning environment (this field has a 500 character limit)
- Provide a brief description of your school's social services (each field has a 40 character limit)

Page 5 – School Responsibilities

- Provide a description of the responsibilities your school has to parents of your students (this field has a 500 character limit)
- Provide a description of the responsibilities of the parents of student enrolled in your school (this field has a 500 character limit)
- Provide a brief description of the school's transportation policy (this field has a 500 character limit)

Important Dates

Please note the deadlines below:

Report card application opens for submission of school information	Tuesday, January 24, 2012 8:00 AM
Report card application closes	Friday, March 2, 2012 at 5:00 PM

ADE, LEA, and School Responsibilities

State Responsibilities

In accordance with the requirements of No Child Left Behind (NCLB), the state will prepare the LEA and State Report Card for dissemination. The state will make the LEA Report Card available online and the LEA will be responsible for the dissemination of the LEA Report Cards to parents.

Local Education Agencies (LEAs) Responsibilities

LEAs must disseminate LEA and State Report Cards to:

1. All schools served;
2. All parents of students attending those schools; and
3. The community, through public means, such as posting on the internet, distribution to the media, and distribution through public agencies, public libraries, etc.



LEAs are also responsible for producing school and LEA report cards for non-English speaking parents. LEAs may use their regular method of communication with parents to meet the dissemination requirements so long as it provides information to all parents.

School Responsibilities

According to A.R.S. § 152-746, each school is responsible for the following actions:

1. The distribution of an Arizona School Report Card to the parents and/or guardians of students who are currently enrolled at that school. This distribution is to occur no later than the last day of each fiscal year (June 31).
2. The presentation of pertinent information relating to the school's Arizona School Report Card at an annual meeting.

A school may also wish to remind parents that they can obtain a copy of their school's Report Card by contacting ADE or making a request at a public library in the state since most have internet access and printing capabilities.

If you have any questions regarding this memo, you can contact Research and Evaluation via email (Reportcards@azed.gov) or by phone at 602-542-5151.

Thank you for your time and cooperation.



Carrie L. Giovannone, PhD
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